Guidelines for Student Absence Notification to Faculty

The student has the sole responsibility for fulfilling each course’s obligations and for working out missed class time with each faculty member.

However, in the event of an emergency as described below, the Office of the Vice Provost for Student Affairs and Enrollment Management will notify faculty members of the situation but this office has no authority to grant any concessions or excuses for missing class.

Emergency Notification
In the case of specific emergencies, the Office of the Vice Provost for Student Affairs and Enrollment Management will notify faculty members of the situation. Such emergencies would include: death of an immediate family member, roommate or close friend, the hospitalization of the student, life threatening/emergency hospitalization of an immediate family member, immediate military activations, or other serious life event.
This does not mean that the student is excused from class.

Non-emergency Notification
If the student has returned to class without alerting the University of the emergency prior to leaving, the student is responsible for contacting each faculty member under these circumstances. No retroactive notice of absence will be sent by the Office of the Vice Provost for Student Affairs and Enrollment Management.

Other Notifications
No notice of absences will be sent by the Office of the Vice Provost for Student Affairs and Enrollment Management in cases of other absences (i.e. illness, routine military training commitments, vacation/travel problems, summer employment commitments that extend past the start of school, etc.)

Returning to Class/Authority of Faculty Members
Upon return to NDSU, students must notify faculty members that they have returned. Any decisions concerning submission of late assignments, make up of missed exams, or allowing extra time for missed work would be at the discretion of each individual faculty member.